



State of Louisiana

BOBBY JINDAL
GOVERNOR

MARK COOPER
DIRECTOR

GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS

POSITION ANNOUNCEMENT

Closing Date: Until filled

Title: Communications Planner
Section: Office of Interoperability
Status: Unclassified State Employee
Salary Range: \$40,000 - \$60,000

Primary Responsibilities: The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) is seeking a Policy Planner to provide administrative and/or support functions, and complex policy planning, research and analysis involving the statewide communication network and plan. Responsible for preparation of meeting agenda and minutes for interoperability subcommittee, acquisition of equipment, telecommunications, inventory/property control and the statewide interoperable communications plan. Assists Asst Deputy Director of Interoperability in administrative functions related to planning, budgeting, hardware, and software acquisitions. Directs preparation of administrative and/or recommendations for statewide interoperable communications; policy, planning, research and analysis involving issues related to the statewide communication network and plan.

Minimum Requirements: A BS/BA degree plus 4 years of professional level experience in administrative services, planning, research, analysis and/or communications system support. Considerable professional experience may be substituted for degree requirement. Must have good written and verbal communications skills.

Additional Comments: Effective oral/written communication skills, strong analytical skills, ability to work independently, and effective interpersonal skills are required. Valid DL; occasional overnight travel. Must be able to work 12-hour shifts and beyond for extended periods during emergencies.

Submit an application packet containing the following FOUR (4) items:

1. Letter of application;
2. Application, SF 10 Form (link on our website);
3. Professional resume including references;
4. Transcripts, professional licenses:

GOHSEP

HR-Application Section

RE: Policy Planner

7667 Independence Blvd.

Baton Rouge, LA 70806

Fax: (225) 922-2666

ONLY COMPLETE APPLICATION PACKETS WILL BE ACCEPTED

7667 INDEPENDENCE BOULEVARD BATON ROUGE, LA 70806

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